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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 9 December 1955

FROM : Acting Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #49  
30 November - 6 December 1955I. SIGNIFICANT ITEMS - NoneII. OTHER ACTIVITIES:

## A. Projects Underway

1. Revision of CIA [ ] into one regulation. (Draft referred to other Agency components for informal coordination; replies requested by 9 December.)

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2. OTR Regulation on the release of training materials to other components. (Coordinated draft forwarded to DDTR for review.)

3. OTR Regulation establishing a Speaker Index. (Coordinated draft forwarded to DDTR for review.)

4. Revised procedures for securing annual training estimated from all components (forms and procedures outline under draft for review by School Chiefs).

5. Support Planning Guide for training section, Support Annex to the Country Appendix, CS Cold War Plan.

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6. Revision of [ ] (coordination replies received; discussed with LETS and Admin Officer. Redraft underway.)

7. Review of long-term schedule and effect of course pre-requisites on schedule.

8. OTR Regulation concerning the distribution of published student reading materials. (Draft for internal coordination completed.)

9. Policy for Agency Representation in Defense Schools (under draft).

10. Study of Agency component registrations in OTR Training Programs has been extended to cover registrations for six months relative to the "5% Notice".

11. Recommendations and summary of previous studies on Area and Language training problems. (Forwarded to the DDS.)

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B. Hot War Planning

Seven planning documents are under review by the Plans Branch for the preparation of comments to the SSA/DD/S.

C. Cold War Planning

Review of the EE Country Appendix for FY 1957 and FY 1958 has been completed. This is the fourth country plan reviewed by OTR to date. Items from all plans of interest to OTR Schools will be compiled for review soon.

G. DD/P TLO Meeting

This meeting will be held on 15 December, 9:30 a.m., ☐ Conference 25X1A Room. Agenda will be circulated prior to the meeting.

III. PERSONNEL:

- 25X1A
- A. ☐ is attending the current Operations Familiarization Course.
- B. ☐ as returned from her temporary assignment abroad.

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